

Course Description

This course is designed for students who have foundational knowledge and skills in Excel and want to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

Learning Objectives

- Work with functions
- Work with lists
- Analyze data
- Visualize data with charts
- Use PivotTables and PivotCharts

Working with Functions

- Work with Ranges
 - Cell and Range Names
 - Names and the Name Box
 - The New Name Dialog Box
 - The Name Manager Dialog Box
- Use Specialized Functions
 - Function Categories
 - The Excel Function Reference
 - Function Syntax
 - Automatic Workbook Calculation
- Work with Logical Functions
 - Logical Functions
 - Logical Values
 - Comparison Operators
 - IF Function
 - AND Function
 - OR Function
 - NOT Function
 - Nested Function Syntax
 - Guidelines for Combining Functions
- Work with Date and Time Functions
 - The TODAY Function
 - The NOW Function
 - The DATE Function
 - The NETWORKDAYS Function
 - The WORKDAY Function
 - The ISOWEEKNUM Function
- Work with Text Functions
 - The LEFT Function
 - The FIND Function
 - The RIGHT Function
 - The Text to Columns Feature
 - The MID Function
 - The CONCATENATE Function
 - Other Text Functions

Analyzing Data

- Create and Modify Tables
 - Tables
 - Table Styles and Quick Styles
 - Quick Analysis
- Apply Intermediate Conditional Formatting
 - Custom Conditional Formats
 - Rule Precedence
- Apply Advanced Conditional Formatting
 - The Use a Formula to Determine Which Cells to Format Rule
 - Cell References and Conditional Formatting

Using PivotTables and Pivot Charts

- Create a PivotTable
 - Pivoting
 - PivotTables
 - Transactional Data
 - The Create PivotTable Dialog Box
 - The PivotTables Fields Task Pane
- Analyze PivotTable Data
 - Start with Questions, End with Structure
 - The PivotTable Tools Contextual Tab
 - The Value Field Settings Dialog Box
 - Summarize and Show Combinations
- Present Data with PivotCharts
 - PivotCharts
 - The PivotCharts Fields Task Pane
 - PivotChart Filters
- Filter Data by Using Timelines and Slicers
 - Slicers
 - The Insert Slicer Tools Contextual Tab
 - The Report Connections Dialog Box
 - Timelines
 - The Insert Timelines Dialog Box
 - The Timeline Tools Contextual Tab

Visualizing Data with Charts

- Create Charts
 - Chart Basics
 - Chart Types
 - Chart Insertion Methods
- Modify and Format Charts
 - Modification vs. Formatting
 - Chart Elements
 - The Chart Tools Contextual Tab
 - The Format Task Pane
 - The Chart Tools Button
 - The Select Data Source Dialog Box
 - Chart Animations
- Use Advanced Chart Features
 - Dual-Axis Charts
 - Forecasting
 - Trendlines
 - Trendline Types
 - The Format Trendline Task Pane
 - Chart Templates

Working with Lists

- Sort Data
 - Clean Data
 - Multiple Column/Row Sorting
 - Quick Sorts
 - Custom Sorts
 - The Sort Dialog Box
- Filter Data
 - Filtering
 - AutoFilters
 - Custom AutoFilters
 - The Custom AutoFilter Dialog Box
 - Advanced Filtering
 - The Criteria Range
 - Filter Operators
- Query Data with Database Functions
 - Database Functions
 - Database Function Syntax
- Outline and Subtotal Data
 - Outlines
 - The SUBTOTAL Function
 - The Subtotals Feature
 - The Subtotal Dialog Box